

POLICE COMMUNICATIONS AND TECHNOLOGY MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Police Communications Technology Manager exists is to research, recommend, monitor, procure, and oversee installation of enhancements to various communications system. This classification performs responsibilities under general direction from the Planning & Technology Manager,

ESSENTIAL FUNCTIONS:

Oversees the maintenance and upgrades of the computer aided dispatch system.

Manages databases associated with CAD system.

Prepares and oversee intergovernmental agreements dealing with radio usage and sharing of frequencies. Insures all FCC licenses are current.

Researches and makes recommendations to management staff on short/long-term projects relating to communication technology.

Manages the procurement, installation, and training of employees on products used. Researches and make recommendations from concerns relating to radio interference or malfunctions.

Works with various equipment including 800 MHz systems, E-911 systems, CAD systems and related databases.

Creates statistical data for patrol regarding monthly calls for service to include response time for emergency and non-emergency requests as well as alarm calls.

Works closely with other law enforcement agencies on radio compatibility and concerns.

Prepares detailed proposals for bid requests on new technology purchases.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Modern communications technology practices and principles

Communications equipment including: 800 MHz systems, E-911 systems, CAD systems and related databases.

FCC rules and regulations

Police operations, policies, and procedures.

Ability to:

Produce written documents, including technical bid proposals, with clearly organized thoughts using proper sentence construction, grammar and punctuation

Operate a computer terminal requiring visual and muscular dexterity to input and retrieving information from several computerized sources.

Distinguish the full range of color spectrum.

Interpret and communicate written legal issues, policies and procedures

Communicate effectively in English with police staff at all levels, other city workers, other law enforcement agencies, and the general public.

Education & Experience

A Bachelor's degree in Criminal Justice, Information Technology, or a related field, and four years experience in the communications and electronics field.

FLSA Status: Exempt

HR Ordinance Status: Unclassified